

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Immigration and Naturalization Service

3. MINOR SUBDIVISION

Information Services

4. NAME OF PERSON WITH WHOM TO CONFER

Arnold N. Kuperstein

5. TEL EXT

376-3271

LEAVE BLANK

JOB NO

NC 1 85 79 1

DATE RECEIVED

NOV 8 1 1978

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-17-79 *James E. O'Neill*  
Date *Archivist* Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

14 Nov. 78

D. SIGNATURE OF AGENCY REPRESENTATIVE

*James E. O'Neill CRM*

E. TITLE

Chief, Records Administration and Information Branch

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

1.

Statistical Reporting System  
Magnetic Tape

a) Immigrants File

Contains case files of aliens lawfully admitted for permanent residence in the United States, including persons already admitted whose status is adjusted to that of permanent resident.

Permanent. Transfer to the National Archives and Records Service annually with record layouts, code-books and other appropriate documentation.

b) Naturalizations File

Contains case files of permanent residents meeting requirements to become naturalized U.S. citizens, for whom certificates of naturalization have been issued.

Permanent. Transfer to the National Archives and Records Service annually with record layouts, code-books and other appropriate documentation.

9 items

Copy Sent to NNR; NNF; And Agency  
RD - 1/19/79

c) Derivative Citizenship File

Contains case files of aliens deriving citizenship at birth abroad or through family relationships for which an administrative certificate of citizenship has been issued.

Permanent. Transfer to the National Archives and Records Service annually with record layouts, codebooks and other appropriate documentation.

d) Expatriation Files

Contains case files of American citizens surrendering American citizenship in favor of a foreign state.

Permanent. Transfer to the National Archives and Records Service annually with record layouts, codebooks and other appropriate documentation.

e) Deportations File

Contains case files of aliens deported under order of deportation, aliens required to depart under threat of deportation and alien crewmen whose landing permit was revoked.

Permanent. Transfer to the National Archives and Records Service annually with record layouts, codebooks and other appropriate documentation.

f) Required Departures File

Contains case files of aliens required to depart without orders of deportation (voluntary).

Permanent. Transfer to the National Archives and Records Service annually with record layouts, codebooks and other appropriate documentation.

g) Crewmen Deserted

Contains case files of crewmen deserting ships at U.S. ports.

Destroy 20 years after FY of creation.

h) Nonimmigrants File

Contains case files of aliens admitted for temporary periods and returning residents from a visit abroad.

Destroy 20 years after FY of creation.

i) Excluded Aliens

Contains case files of aliens excluded on entry after formal hearings.

Destroy 20 years after FY of creation.

CONCUR: DATE  
COMMENT:

11-6-78

INITIAL SCW  
STEPHEN SCHROFFEL